

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PUBLIC WORKS SUPERVISOR**

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Jurisdictional Class: **Competitive**

Date Adopted: **7/6/89**

Date Revised:

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **17**

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**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the efficient and economical use of personnel, materials, and equipment in the maintenance and repair of county highways, bridges and structures. The work is carried out in accordance with policies and procedures formulated by the Commissioner of Public Works, permitting wide leeway for the exercise of independent judgment in planning and coordinating the details of the work. An employee in this class oversees and supervises work in progress and upon completion by on-site inspections and review of reports from subordinates. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises the construction, maintenance and repair of highways, bridges and other structures;  
Coordinates and supervises the activities of personnel and the use of materials and heavy and light equipment in the construction and maintenance of Public Works construction projects;  
Interprets plans and drawings relating to construction or Public Works projects;  
Assigns work to foreman and other subordinates;  
Supervises the removal of snow and sanding of county highways, parking lots and crosswalks;  
Assists the Commissioner of Public Works in labor/management matters;  
Investigates complaints regarding highway maintenance work;  
Confers with supervisor and determines construction and maintenance needs, and plans schedules for various assigned Public Works projects;  
Prepares work schedules for implementation of specific construction and maintenance activities as defined on work orders;  
Supervises and participates in the preparation and maintenance of project activities' costs and progress records and reports;  
Coordinates and supervises the assignment and use of both heavy and light construction equipment such as shovels, gradalls, bulldozers, rollers, graders, sweepers and trucks;  
May be required to operate a variety of construction equipment as occasion demands.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of modern highway and related Public Works construction and maintenance methods and procedures; thorough knowledge of equipment, materials, tools, terminology and safety precautions used in highway and Public Works construction and maintenance activities; thorough knowledge of the use and operation of construction equipment in Public Works projects; ability to read and understand sketches, blueprints and related construction and maintenance plans; ability to plan, organize and supervise the work of others; ability to solve operating problems as they occur in the field; ability to secure the cooperation of subordinates; ability to understand and carry out complex oral and written directions; ability to prepare and maintain records and reports.

Last Reviewed: n/a  
Last Updated: n/a  
Reviewed By: n/a  
Last Reallocated: n/a

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**MINIMUM QUALIFICATIONS:**

**Either:**

- (A) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in Construction Technology or a closely-related field, and three (3) years experience in highway construction and maintenance or closely-related activities; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and seven (7) years experience as defined above.

**SPECIAL REQUIREMENT:** Possession of an appropriate-level New York State driver's license at the time of appointment.